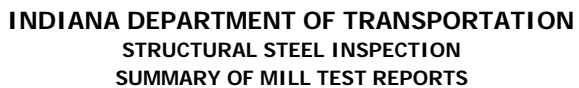




## **SUGGESTED PREFABRICATION MEETING AGENDA ITEMS**

- Date, Location, and Attendees of Meeting
- Inspector Office Space and Equipment Requirements
- Fabrication Schedule and Advance Notification of QA inspector
- Line of Communication between Fabricator and Inspector
- Procedure for and progress of Shop Drawing and Welding Procedure Approval, Revisions, and Distribution. Also supply and sampling of bolts, paint, and other materials (if applicable)
- Fabricator Certification
- Welding Procedures
- Welder Qualifications
- Inspection Personnel Qualifications
- Production and Inspection Equipment Calibration
- Material Test Reports and Certifications
- Material Inventory and Purchases. Any special grades of material?
- Inspection of Material upon arrival at Facility
- Plan for Nonconforming Material
- Plan for Acceptance and Testing of Outsourced Materials or Fabrications
- Identification (traceability) of Materials through the Fabrication
- Storage of Raw Materials
- Preparation and Layout of Material for Fabrication
- Project specific areas of concern for fabrication and inspection. Project details, requirements, or processes that have caused prior difficulties.
- Fit-up of Materials Prior to Cutting, Drilling, Punching, Welding
- Assembly for Reaming
- Welding. (Joint preparation, weld metal, preheating & flux temperatures)
- Cambering and Heat Straightening
- Non-destructive Testing and Procedures
- Deburring, Cleaning, and Painting
- Presentation of Materials for Acceptance
- Payment
- Storage of Materials after Fabrication
- Method of Shipping and Tentative Dates
- Final Acceptance of Materials for Shipment
- Open Discussion



INDOT Contract:

Project:

**Structure:**

[illegible]



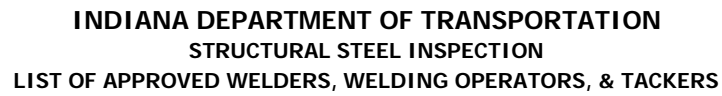
**INDOT Contract:** \_\_\_\_\_

**Project:**

**Structure:**

**Inspector:** \_\_\_\_\_

[illegible]



Date: \_\_\_\_\_

[illegible]



**INDIANA DEPARTMENT OF TRANSPORTATION  
STRUCTURAL STEEL INSPECTION  
COMPLETED MATERIALS REPORT**

Report No.: \_\_\_\_\_

INDOT Contract: \_\_\_\_\_

Fabricator: \_\_\_\_\_

Project: \_\_\_\_\_

Fabricator Job No.: \_\_\_\_\_

Structure: \_\_\_\_\_

The following items along with their mill test reports have been made available to INDOT for inspection.

Number Req'd.	Part or Material Description	Part Number	Number of Pieces		Remarks
			Accepted	Rejected	

The above listed parts have been inspected and either approved for shipment, or have been rejected as indicated. The parts are subject to the final approval or rejection of the Project Engineer in charge of the erection of the parts in the field. The certified mill test reports have also been checked and approved as indicated in the shop inspection report for this contract.

Fabricator Representative \_\_\_\_\_

Date \_\_\_\_\_

INDOT Representative \_\_\_\_\_

Date \_\_\_\_\_